

Relocation Policy v0.1

June 2023

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1. PURPOSE

The relocation assistance is a benefit to support new employees who are successful during the recruitment process for 'hard to recruit' role and require assistance to move closer to the

new workplace. This policy sets out relocation assistance support for new employees who are eligible to claim back the costs that occurred because of the move related to taking up employment at the Council. Not all posts will be eligible for relocation, it will be made clear on the advert if relocation assistance is a consideration for the post.

All claims for relocation assistance must be submitted within 12 months of the first date of employment. The Assistant Director will review, confirm, and sign off the relocation assistance claim before the employee is paid.

The relocation policy and procedure does not form part of the Council's contractual terms and conditions of employment. As such, the Council reserves the right to amend or discontinue this policy and procedure at its discretion. In such circumstances, the Council will provide notice of the amendment/discontinuance to staff and trade union, where appropriate.

2. SCOPE

The policy applies to all new Council employees, applying for eligible posts. It does not apply to posts under the local management of schools.

3. GENERAL PRINCIPLES

The general principles for this policy are as follows:

- The role must be an agreed as a 'hard to recruit' role and must have included in the advert that relocation assistance will be subject to approval.
- For those vacancies that are part of the international recruitment scheme, the advert must include relocation assistance information and it must qualify for the criteria set by the UK Visa and Immigration for work visa application.
- International applicants must be successful at the recruitment stage and already have been given a work visa to start employment.
- The new employee must, at the time of applying for a role with the Council, live 75 miles or more from the new workplace address and move within 20 miles of that address. This will be measured using the [AA route planner](#) from the main workplace address.
- The applicant is responsible for all arrangements in respect of moving and travel.
- Managers are required to notify the Assistant Director of all relocation assistance requests from applicants.
- The Assistant Directors are responsible for reviewing and making the final decision on the relocation assistance requests.
- Relocation assistance will be paid directly from the service budget as there is no central budget to cover this cost.

4. AVAILABLE FUND AND TAXATION

The standard relocation assistance support that a new employee can claim is maximum £8,000 and it is not a lump sum payment. The costs must be claimed by the deadline provided by HRMC, which is the end of the financial year following the year the employee starts working. For example, if the employee starts their employment on the 31st March 2023, the claim must be accepted and paid by the 5th April 2024. The employee will be able to claim on the eligible expenses stated in the practice notes and not all items can be claimed together. Further guidance on claiming eligible expenses will be in the practice notes.

5. ELIGIBILITY FOR RELOCATION (UK AND OVERSEAS)

For both UK and international applicants, eligibility for relocation assistance support will be similar. The job must be confirmed as a 'hard to recruit' role or a part of an international recruitment scheme. Posts will be assessed on a needs basis to see if they are difficult to fill.

During the recruitment process, the applicant must notify the hiring manager that they will require relocation assistance. The manager must inform the Assistant Director of all applicants who require relocation assistance as the support funds will come directly from the service budget. The Assistant Director is responsible for approving the relocation assistance for the role before it is advertised and for accepting all eligible claims before it is reimbursed to the employee.

6. CLAIMING EXPENSES

The employee will be able to claim expenses related to the relocation from their first day of employment. This includes any costs incurred before starting their employment with the Council, but it must be directly relevant to the job such as visiting the new area whilst working their notice period.

Employees must fill in the relocation assistance form with all the costs they wish to claim under the relocation policy. The form must have all original relevant documents to support the claim such as rental agreement, receipts of purchases, flight tickets or any other documentation. There are no restrictions on the companies the employee may use for the move. However, there is a cap on how much the employee can claim towards each item when claiming for relocation assistance. The relocation assistance payment will be paid on the same day as the salary is paid according to the employee's contract. The Council reserves the right to either not accept the claim in full or only agree to partially pay the claim if there is a lack of documentation or justification. Further information on the eligible expenses is in the practice notes.

7. REPAYMENT CONDITIONS

Append agreement to be signed by eligible employee to repay the relocation support back to the Council if:

- The employment is terminated by either party within two years from the first day of employment.
- The employee moves out of the residential area/miles agreed within two years whilst still employed by the Council.

7.1 Recovery of Relocation Assistance

The repayable amount would be reduced by 1/24th for every completed month up to two years from the start of their employment. For example, if the employee claims £1,500, the amount will be reduced by £62.50 per complete month until the 24th month of employment. However, if the employee leaves before 24 months, any outstanding payment left on the relocation assistance will be recovered from their final salary.

8. FURTHER SUPPORT

Employees will have the option to access any additional benefits provided on the staff intranet.

9. LINKS TO OTHER POLICIES

Recruitment Policy

Document Control

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